

Board of Library Trustees

Minutes of the November 9, 2011 Meeting

Call to Order: The Meeting was called to order at 6:02 by vice-chair, Sharon Connors. Trustees attending were Ann Caldwell, Cheryl Faria, and Richard Perry. Interim Director Peter Fuller also attended.

Peter reported that Mike Durkay was delayed but planned on attending. He also asked the order agenda be changed so that Melissa Chiavaroli could give her presentation first. Hearing no objections, the chair agreed to the change.

Presentation on Community Read: Melissa has been working with the town's bi-centennial committee, and has proposed that the library for its part of the celebration do a "community read program." Everyone in the town will be invited to read one title, and number of events and programs will be scheduled. She noted that this type of program had its origins in the *One Book, One Community* program of the Center for the Book at the Library of Congress, and is used throughout the country. The title selected was *Empire Falls* by Richard Russo. The proposed budget for the program is approximately \$2,000, which will be requested from the Friends of the Library. This request will be part of the annual appropriation request submitted to the Friends of the Library in December each year. Peter reported that the Youth Services Department is planning a "community view" program. The library will be renting a large outdoor movie screen. The public will be invited to gather on the back lawn of the library for the showing of the movie, *Shrek*.

Mike Durkay arrived at 6:10 and Sharon Connors relinquished the chair of the meeting to him.

Minutes: Minutes of both the regular and executive session for October 19, 2011 were sent out previously for the trustees to review. Trustee Connors moved that they be accepted and Trustee Caldwell seconded. No changes were suggested and both sets of minutes were approved unanimously.

Mail: There was no mail.

OLD BUSINESS

Meadows Update: Trustee Faria reported that the signs for the Meadows were installed. She also reported that the Meadows Management Committee had received an application to use the Meadows. This is the first time the new form has been used. The Meadows Committee is developing a proposal for a suitable use of the donations made in memory of Sharon St. Hilaire. The committee has proposed an annual program devoted to performing arts, which will take place on the Meadows. The committee will be meeting the following evening.

Questions & Comments: Trustee Perry asked about how the rules posted on one of these signs were to be enforced. Trustee Faria said that the Seekonk Police Department should be contacted.

Report from the Selection Committee: Trustees Caldwell, Connors and Perry are the members of this committee. They jointly reported that they have collected job descriptions and advertisements, and are

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in the process of going through these. The committee reviewed the timeline for the entire process. Trustee Connors expressed the opinion that the April 1 deadline was feasible assuming that the entire process runs smoothly on schedule. The selection committee had received the list of library users whom the staff had nominated to serve as one of the two non-trustee members of the committee. After a brief discussion, the consensus of the Trustees was that the library should ask people through the website and newsletter to apply for these positions on the selection committee. The trustees discussed to what extent the town administrator should be involved in the process since Peter had indicated that Mrs. Nolan expected to participate. No agreement was reached, but the trustees felt that it was important to keep the town administrator informed.

Report on Joint Meeting: Trustee Durkay reported that he is working on getting a joint meeting of representatives from the Board of Library Trustees, the Library Trust, the Meadows Committee, and Friends of the Library. He noted that it may not be possible to schedule such a meeting until after the holidays.

Policy Review: The library's Web-link Policy was reviewed. Peter reported that it is working as intended. No changes were suggested by the staff and no action was taken by the trustees.

Library Sign: As reported earlier the new signs were installed in the Meadows, including the large joint Seekonk Library and Meadows sign. This sign will probably not be lighted until the spring, however. Peter did speak with Mary McNeill the outgoing building official. Her recollection was that the library had offered to remove its current, lighted sign when the new sign was installed. She did not think that there would be a problem waiting on the removal of the current sign until the new one is lighted. She said that issue should be discussed with the incoming building official, however.

NEW BUSINESS

FY 2013 Funding Request for the Friends of the Library: Peter presented a budget showing the items for which the staff is requesting funding. [See attached.]The library's practice is to have requests for funding made of the Friends of the Library, Library Trust and other sources approved by the trustees and submitted once annually. This year the library is requesting a total of \$19,000 from the Friends; predominately for programs since the library has budgeted only a small amount from the town appropriation for programs. Trustee Connors moved that the proposed request be accepted and Trustee Perry seconded. There was no further discussion and the trustees voted unanimously to approve.

FY 2013 Funding Request for the Library Trust: Peter said that the request to the Library Trust to fund a materials handling system that was in current budget was not included in the FY 2013 request. He felt that the system required more analysis because changes in technology and pricing. He noted also that issues with the building may need to be assigned a higher priority. The report from the Capital Improvement Committee's facility study is due next year as well as the study being conducted by the New England Tech students of Mia Alwen. Peter felt that further discussion among the trustees was needed before making a commitment. The trustees took no action.

Approval of Conference Expenses: Peter reminded the trustees that Melissa would be attend the American Library Association's (ALA) Mid-winter Conference in Dallas as part of the future leaders program. The library had committed to sending her to the conference as part of her application to the program. He also said that should the library receive the ALA/FINRA Foundation Grant award, Michelle will also be attending the same conference. Although most of Michelle's expenses would be covered by the grant, Peter has asked the Michelle stay an additional day to review some of the new technology that will be on display. Since Michelle and Melissa needed to get their reservation in early, Peter asked that the trustees approved expenditure from the Smart Memorial Trust in an amount not to exceed \$1,000 for conference expenses. Trustee Perry so moved and Trustee Caldwell seconded. There was no further discussion and the trustees voted unanimously to approve.

Library Budget for FY 2013: The finance director had not issued direction on next year's budget yet, so discussion was postpone until to the next meeting.

Director's Report

Budget: The library is about a third of the way through the fiscal year and approximately 36% of the town appropriation has been expended.

Statistics: Total circulation is still tracking closely with the previous year. The library is just half a percent behind.

Programs: Youth Services had thirty-two programs in October with a total attendance of 545 persons. Adult Services had seventeen programs with a total of 286 persons attending.

Grants: No report.

Personnel : (1) Advertising for substitute librarians and circulation staff people. The library is down to one of each right now. The need for substitute staff will become critical as we approach the end of the calendar year when people have to use up vacation time. Additionally, both Michelle and Melissa will be attending ALA's Mid-winter conference should the library get the FINRA grant. (2) The library also lost one of the people from Citizens for Citizens because of budget cuts.

Friends : The Friend made approximately \$650 at their book sale. The Friends are considering removing the shed and replacing it with another POD like the one that's out there now. The shed is falling apart, and the storage POD is an inexpensive option. They don't look all that good, however. Although a second may not be any more noticeable if they are placed parallel with the building.

Questions & Comments: The consensus of the Trustees was that another storage container would not be appropriate. They preferred that the Friends either repair the existing shed or replace it with a larger one. Peter will report back to the Friends.

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Library Trust: The Library Trust will be meeting next Wednesday. This should be the annual meeting at which they will elect new officers. Rob DeBlois will be stepping down as chairman.

Gifts: No report.

Building maintenance: Three local flooring companies were approached to come up with suggestions and prices for fixing the area around the personal computing center. Depending on how much it is, Peter would like the Trustees to consider using LIG/MEG funds.

Technology: (1) We're still in the process of upgrading to Windows 7. The staff computers are pretty much done, but the public side still needs to be done. We also have some networking issues that need to be resolved, e.g. the antivirus and backup software, (2) The SAILS network has upgraded its on-line catalog, which used to be called iBistro. It's now called e-catalog and employs open source architecture. SAILS is still working out some bugs on the home-user end, however.

Other: Cable TV show. The staff would like to hold off on doing a library show on cable. They have several concerns; basically it comes down to not having the time needed to produce an interesting show twice a month. We would like to put out something of high quality that explains what we do, and that will give non-users a taste of the library experience. We have meeting scheduled for Nov 21 at 2 p.m. and the first show will be recorded afterwards.

OTHER TRUSTEE COMMENTS & REPORTS

Trustee Durkay and Connors expressed surprise that Peter was working from this current desk. Both trustees expressed the opinion that Peter should occupy the Director's Office. Peter said that he made use of the office as needed. It was also suggested that Peter change the telephone system and have another person record the greetings and auto-attendant messages. Peter noted that calls made to the director's extension are currently forwarded automatically to his desk.

NEXT MEETING & ADJOURNMENT: The trustees decided to hold their next meeting on Wednesday, December 14 at 6:00 p.m. Trustee Perry moved to adjourn at 7:30 and Trustee Connors seconded. Motion passed unanimously.